

City of Helotes
EXTERNAL JOB ANNOUNCEMENT

Human Resources Department
12951 Bandera Road
Helotes, Texas 78023
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Job Title:	Public Works Assistant (Part-Time)
Department:	Administration
FLSA Status:	Non-Exempt
Compensation:	\$11.00 hr.
Opening Date:	September 14, 2015
Closing Date:	September 25, 2015 @ 5 pm

JOB SUMMARY:

Performs regular and recurring maintenance and repair of municipal rights-of-way, including streets and storm water drainage channels. Duties include operating all equipment, tools, and vehicles to accomplish assigned tasks. Gives direction and supervision to community service workers and provides guidance, advice, and assistance to others on work assignments. Timely and efficiently performs a variety of manual labor tasks in the maintenance of municipal buildings, grounds, streets, and other public properties. Work is performed cooperatively and in a manner that ensures individual, co-worker, and public safety. Responsible for performing other department work as needed.

ESSENTIAL JOB FUNCTIONS:

- Maintains all City rights-of-way, streets, and storm water drainage channels, including the removal of visual obstructions along rights-of-way, patching, filling potholes, paving, and sweeping.
- Maintains public grounds, including watering, mowing, trimming, and removing trash, brush, and other debris.
- Uses a variety of hand and power-operated tools and equipment, such as shovels, picks, hand and riding mowers, power hacksaws, drills, jackhammers, compressors, portable concrete saws, et cetera.
- Operates backhoes, front-end loaders, dump trailers, flatbed trailers, tractors, mowers, shredders, and Bobcat with attachments.
- Performs the handling and / or application of hazardous materials in accordance with State regulations.

- Orders and installs directional and traffic signage, including barricades during inclement weather.
- Applies premixed fertilizers, herbicides, and other chemicals to roadside areas, trees, and shrubs.
- Performs basic carpentry, concrete work, and painting, as necessary.
- Operates trucks in picking up and delivering materials and supplies and to collect and remove debris from different locations.
- Responds to public inquiries in a courteous manner, provides information within his / her scope of knowledge, and refers unknown questions to supervisors.
- Assists the Code Enforcement Officer, as needed.

EDUCATION, DEGREES, CERTIFICATES AND/OR LICENSES:

High School diploma or G.E.D. required. Two years work experience in public works or grounds maintenance preferred. The City will consider any other combination of education and experience which would provide the applicant with the desired skills, knowledge, and ability required to perform the job.

Valid Texas Class "C" Driver's License with driving record free of serious or frequent violations required. Prefer a valid Class "B" Texas Motor Vehicle License or able to obtain one within six (6) months of the hire date.

Must be able to pass a background check.

WORK ENVIRONMENT:

Work is performed primarily outdoors in all kinds of weather, exposing the employee to inclement weather and hazards related to working with and around a variety of equipment, working in confined spaces, bending, twisting, kneeling, crawling, lifting of heavy objects, exercising physical exertion in performing heavy manual labor, and dangers related to digging up and repairing public rights-of-way.

REPORTS TO:

All Administrative Departments report to the City Administrator's Office. Animal Control/Public Works Supervisor will assume immediate supervisor duties over this position.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Working knowledge, maintenance equipment, construction, and repair methods and procedures.
- Working knowledge of safety standards and precautions related to the work.
- Ability to use mechanical tools of the trade.

- Ability to read, write, and comprehend the English language.
- Ability to understand and follow written and oral directions.
- Ability to work cooperatively in a team and work crew environment.
- Ability to perform heavy manual labor in all weather conditions and in dirty, uncomfortable conditions.
- Ability to sustain continuous physical effort, including frequent bending, walking, manipulation of and heavy lifting of equipment.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Skill in using hand tools and equipment of the laboring trade, such as chain saws, weed eaters, et cetera.
- Ability to use or learn proficiently equipment, such as backhoes, front end loaders, street sweepers, dump trucks, shredders, Bobcat and attachments, and other more complex equipment.
- Ability to work independently.
- Ability to answer telephone calls.
- Working knowledge of personal computers, copy and fax machines, and other modern office equipment.
- Ability to type at a reasonable speed, prepare and file forms, charts, letters, memos, and other departmental reports.
- Ability to lift 90+ pounds.
- Ability to supervise workers.

**This job description is not an employment agreement or contract.
 Management has the exclusive right to alter this job description at any time without notice.
 Helotes is EOE
 Accepting application and resume by regular mail, email or fax #210-695-6520.**